**The University of Southern Mississippi**

**Course/Lab Fee Request Form**

**(for new course/lab fees or for changes in current fees)**

|  |  |
| --- | --- |
| Department Requesting Fees |  |

Is this course taught on multiple campuses (HBG, USMGC, ONLNE)?

YES  Will revenue be split based on campus?

YES  Enter budget string\* for each campus:

|  |  |  |  |
| --- | --- | --- | --- |
|  | HBG | USMGC | ONLNE |
| Account | 401048 | 401048 | 401048 |
| Fund Code | 14H10 | 14G10 |  |
| DeptID |  |  |  |
| Program | 01001 | 01001 | 01001 |

NO  Enter one budget string\* below:

NO  Enter one budget string\* for revenue:

|  |  |
| --- | --- |
|  |  |
| Account | 401048 |
| Fund Code | 14H10/14G10 (choose one) |
| DeptID |  |
| Program | 01001 |

**\*All budget strings must be established prior to requesting fees.**

**Course Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject Area** | **Catalog #** | **Course ID + \*** | **Current Fee**  Per Cr Hr/Course  (choose one) | **Requested Fee**  Per Cr Hr/Course  (choose one) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

+ Navigation: Curriculum Management> Course Catalog> Catalog Summary

**Justification: Explain why students are being charged extra fees, how they have been used (or will be used) to improve instruction of that course, and the assessment plan.**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Fee per Cr Hr./Course \*** | **Anticipated Enrollment** | **Projected Course Fee Income (a)** |
|  |  |  |

**\* Required fields. Incomplete forms will be returned**.

Anticipated Expenditures:

Description Amount

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Expenditures | |  |
| Remaining Course Fee Revenue (Proj Income – Expenditures) | |  |

**Form completed by (printed name and phone #): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approvals:** (Due to Provost’s Office by February 15th)

|  |  |  |
| --- | --- | --- |
| Department Chair |  | Date: |
| Dean |  | Date: |
| Provost |  | Date: |
| Vice President Finance and Administration |  | Date: |

Revised April 2016